



**REQUEST FOR QUALIFICATIONS ANNOUNCEMENT 11-PY10-CDP001 Dated: April 12, 2011**

The City of Arlington ("City") is seeking a response to this Request for Qualifications (RFQ) from consultants interested in providing professional services needed to design the rebuilding of curbs, pavement (concrete), subgrade, sidewalks, ADA ramps, drive approaches, and other related street improvements, as well as water and/or sanitary line renewals as needed along portions of Southmoor Drive, Jeanette Court, Elaine Court, LeJuan Court, Laura Lane, Lackland Street, Lovers, Glynn Oaks, Kimberly Drive, Barton Drive, and Timberlake Drive.

***Qualifications, in accordance with the specifications and scope of work below, will be accepted until 3 p.m. on Wednesday, May 3, 2011.***

**GENERAL INFORMATION**

The City of Arlington reserves the right to accept or reject any or all qualifications and to accept only those qualifications that are in the best interest of the City.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing responses to this request.

To be considered, one (1) original (so marked) and 5 (five) copies of the response must be received by prior to the due date and time.

During the evaluation process, the committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from responders, or to allow corrections of errors or omissions. At the discretion of the committee, firms submitting responses may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all responses and to use any ideas included in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for qualifications (RFQ), unless clearly and specifically noted in the response and confirmed in the contract between the City and the firm selected.

The prospective contractor certifies by submission of their qualifications that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, state, or local department or agency.

The City of Arlington encourages Historically Underutilized Businesses and Section 3 businesses to submit proposals for projects assisted with funding from the U.S. Department of Housing and Urban Development.

**PROJECT OVERVIEW**

The City desires proposed improvements including the rebuilding of curbs, pavement (concrete), subgrade, sidewalks, ADA ramps, drive approaches, and other related street improvements, as well as water and/or sanitary line renewals as needed on the following streets:

- Southmoor Drive (Center to Southridge)
  - including Jeanette Court, Elaine Court, LeJuan Court, and Laura Lane
- Lackland Street (Park Row to Daniel)
- Lovers (Collins to Wynn Terrace)
- Glynn Oaks (Daniel to New York)
- Kimberly Drive (Sherry to Mignon Drive)

- Barton Drive (Sherry to Kent)
- Timberlake Drive (E. Park Row Drive to City Limits)

The project is anticipated to be funded by the Community Development Block Grant (CDBG) program. Streets for improvements will be selected based upon funding availability.

### **PROJECT SCOPE**

In order to accomplish the construction of rebuilding of residential streets including curbs, pavement (concrete), subgrade, sidewalks, ADA ramps, and drive approaches as well as water and/or sanitary line renewals as needed of the streets listed above, construction drawings will be required. The construction drawings must be sealed by a Registered Professional Engineer in the State of Texas and must meet all City ordinances and design criteria. If there is not sufficient right of way, a Registered Professional Land Surveyor in the State of Texas must prepare metes and bounds descriptions for any additional ROW needed for the project. The City of Arlington will be responsible for any ROW acquisitions.

The field survey must also capture existing field conditions including topography, drainage features and patterns, existing improvements such as driveways and other flatwork, existing above ground utility infrastructure, landscaping and trees, signs, mailboxes and other miscellaneous features that could impact the improvements. The improvements must be designed to meet all accessibility requirements of the Americans with Disabilities Act and Texas Accessibility Standards.

### **ROLE OF CONSULTANT**

The consultant will furnish all required labor, materials, supplies, and travel required in connection with the project. The City expects that the project staff will include individuals with expertise in design of the improvements noted in the scope of work and must include a Registered Professional Engineer and Registered Professional Land Surveyor if ROW documents are necessary.

### **ROLE OF THE CITY**

The City will make available copies of any relevant reports, studies, or other resources as may be needed for the completion of the project. Existing plans of public infrastructure, if available, are located in the City of Arlington Map Room and it is the responsibility of the consultant to perform the necessary research of existing documents if needed.

The City will assign a Contract Administrator and a Project Engineer who will be available to assist in coordinating the services to be provided by the City to the consultant.

### **REQUEST FOR QUALIFICATIONS**

*Responses to this RFQ should be provided in the following numbered format as listed below.*

1. Provide a brief description of the firm, including the number of years the firm has been in existence, range of professional services, office location(s), and staff size.
2. The City is interested in the experience of the firm and/or the proposed project leaders on similar projects. Please provide information regarding a maximum of five (5) similar projects and include the following items in the narrative:
  - project name and location;
  - year completed;
  - owner representative's name, title, address, and phone number;
  - project description; and
  - name of project manager and members of the project team.

Projects must have been completed within the last five (5) years.

3. Please include an organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors.
4. Provide for each of the key personnel and subcontractors related work experience, education, training, and any other pertinent data that would demonstrate competence and experience in this type of work. Please note if any proposed individual would be a subcontractor or consultant outside the lead firm. Explain the firm's past experience with each subcontractor listed. No change in the proposed key personnel or subcontractors will be approved without express written consent of the City.
5. Identify the project's principal contact and contact information.
6. Describe a general project approach that could be employed to complete the project. Describe a process or project that was used in the past to successfully complete a similar project.
7. The firm should list and describe any prior or ongoing engagements or professional relationships that would constitute a potential conflict of interest, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed project. The firm covenants and agrees that the firm and its officers, employees, and subcontractors will have no interest, including personal financial interest, and will acquire no interest, either directly or indirectly, that will conflict in any manner with the performance of the services called for under this RFQ.
9. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in the State of Texas.
10. Identification of Potential Problems  
The response should identify and describe any potential problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the City.

#### **CRITERIA FOR EVALUATION OF QUALIFICATIONS**

- Professional background and qualifications of key personnel (25 points)
- Previous experience with projects of this scope (25 points)
- Reputation for personal and professional integrity and competence as demonstrated by reference of previous clients (10)
- Quality and completeness of prior work (10)
- Capability to perform all aspects of the project on schedule and on deadline (10 points)
- Thorough narrative and graphic timeline that details the proposed project approach (10 points)
- Description of methodology to be used in completing the required work (10 points)

#### **CONSULTANT SELECTION PROCESS**

Qualifications will be evaluated by City of Arlington staff. This committee will select the one prospective consultant or firm using the above criteria whose responses best demonstrate the competence and qualifications needed to perform the service.

Upon selection, the consultant will participate in the final development of the project's structure, scope, sequence, timeline for completion, and other performance measures required to meet the indicated contractual responsibilities. A formal contract for professional services will be executed through the Arlington City Attorney's Office, with coordination through the Department of Public Works and Transportation, Water Utilities Department, and the Community Development and Planning Department.

**SUBMISSION OF QUALIFICATIONS**

Submit qualifications (1) original and 5 (five) paper copies and to the address below:

***Community Development and Planning******By Mail:***

***Nora Coronado, Grants Coordinator  
Grants Management Office, Community Development & Planning  
101 W. Abram St.,  
PO Box 90231  
MS 01-0330  
Arlington, Texas 76004-3231***

***In Person:***

***Attention: Nora Coronado, Grants Coordinator  
Grants Management Office, Community Development & Planning  
101 W. Abram St.,  
2<sup>nd</sup> Floor, One Start Desk  
Arlington, Texas 76010***

For any questions, please contact Nora Coronado, Grants Coordinator, at 817-459-6240 or [Nora.Coronado@arlingtontx.gov](mailto:Nora.Coronado@arlingtontx.gov).

**NOTE: Absolutely no faxed or e-mailed qualifications will be accepted. The City of Arlington shall not consider any request for extension of the deadline for qualifications.**